



Handling Armed Intruders at the Theatre School Policy and Procedure

Centre Name: Cranleigh Dance and Theatre Arts

Purpose:

To ensure the safety and security of all students, staff, and visitors at the school by providing clear instructions on how to respond in the event of an armed intruder.

Scope:

This policy applies to all employees, students, visitors, and contractors on the school premises.

Policy/Procedure:

1. Immediate Threat Assessment

- Any individual who identifies a person with a weapon should assess the situation quickly and determine the immediate threat level without approaching the intruder.

REMEMBER - RUN - HIDE - TELL

RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then... **HIDE** It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so... **TELL** the police by calling 999

2. RUN - Evacuation Procedures

- If safe to do so, run to the nearest/safest exit.
- Assemble at the predetermined safe location away from the building:
- Account for all students and staff; report any missing persons to authorities immediately.

3. HIDE - Initiate Lockdown Procedures – If you can't run then hide

- **Announce Lockdown:** Use the Staff WhatsApp to announce, “**Lockdown**”
- **Secure Premises:**
 - Lock all doors to the main building.
 - Close and lock all windows.
 - Turn off lights and close curtains.
 - Silence all electronic devices.
- **Hide and Remain Silent:**
 - Guide students to the safest hiding spots - Instruct everyone to move away from doors and windows.
 - Take cover behind solid objects (e.g., desks, cabinets).
 - Keep everyone calm and silent.

4. TELL - Alert Authorities – If safe to do so

- Call emergency services (police) by dialling **999**.
- Provide the dispatcher with the following information:
 - Your name and location: St. Nicolas Church Rooms, Church Lane, Cranleigh, GU6 8AR
 - Description of the intruder (physical appearance, clothing, weapon type).
 - The intruder's current location and direction of movement.
 - Any actions taken or observed.
 - Remain silent if in the building and do not respond to anyone outside the door until the "all clear" is given by recognised law enforcement personnel.

5. Communication with Parents and Guardians

- Notify parents and guardians through via email and text:
 - Nature of the incident.
 - Actions taken to ensure the safety of students and staff.
 - Instructions on where and when to pick up their children.

6. Post-Incident Procedures

- **All Clear Announcement:** Once law enforcement declares the area safe, announce the “all clear” signal.
- **Counselling and Support:**
 - Provide access to counselling services for students, staff, and parents as needed.
- **Incident Review:**
 - Conduct a debriefing session with staff to review the incident and the effectiveness of the response.
 - Update the emergency response plan based on lessons learned.

Roles and Responsibilities

- **All Staff:**
 - Be familiar with and adhere to this policy.
- **Emergency Response Team:**
 - Lead the response during an incident.
 - Maintain communication with law enforcement and emergency services.
- **Administration:**
 - Ensure the policy is up to date.
 - Communicate with parents and guardians.

By following this policy and procedure, the school aims to provide a safe environment for all and ensure a coordinated, effective response to any armed threat.